

Executive Registry

10-3353/8

14 NOV 1980

MEMORANDUM FOR: Director of Training and Education

FROM: Deputy Director of Central Intelligence

SUBJECT: ~~Implementation Plan for Uniform Guidelines - Phase II~~  
Responsibilities

1. As you recall, I approved certain recommendations regarding implementation of procedures required by the Uniform Guidelines on Employee Selection Procedures in February of this year. This implementation was to proceed in two "phases;" Phase I, designed to bring the Agency into immediate compliance, provided for the required collection and analysis of data; Phase II, which addresses policy considerations, places more emphasis on management responsibility. Phase I went into effect on 1 October and appears to be functioning as expected. It is time now to focus on getting Phase II underway.

2. The Director of Training and Education is charged under Phase II with the following responsibilities:

a. With the Director, Equal Employment Opportunity, for determining when selection for "training" in the Agency is an employment decision under the Uniform Guidelines;

b. With the Chief, Psychological Services Staff, and the Director of Personnel Policy, Planning, and Management for the formulation of a comprehensive testing policy to be coordinated with the Director, Equal Employment Opportunity, and incorporated into the Headquarters Regulations; and

c. With the Director, Equal Employment Opportunity, and Director of Personnel Policy, Planning, and Management for developing a Uniform Guidelines Training program.

3. So that I have a clear understanding of how these responsibilities will be discharged, you are requested to submit to me by 16 January 1981 a detailed plan for each responsibility, describing your strategy, specifying the resources required, establishing a timetable for accomplishment, and identifying the responsible officer. Of course, plans pertaining to shared responsibilities should be fully coordinated with the other Agency officials involved.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: DDA

L-218